

Know Before You Go

A Guide for In-Person Attendees

Prepare yourself! The moment to pack your bags and head to Boston for the 45th Annual Simmons Leadership Conference (#SLC45) is here. We've assembled all of the information you need to know to help you navigate the conference and have an exceptional experience on April 3rd.

If I am coming in-person why do I need a mobile app?

You need the app to fully engage in the day. The app will allow you to update your profile, submit questions to speakers, participate in polls and interactive discussions, see a map of the convention hall, receive session updates, and more.

1. Download and install the [Cvent Events](#) Apps using the link or QR code on the right.
2. Search for and click on **Simmons Leadership Conference 2024**.
3. Log in using the name and email address you **used to register for the conference**.
4. You will receive a **6-digit verification code** by email or text message.
5. Enter code and you are in!



BE PREPARED FOR THE CONFERENCE!

Plan to dress in business-casual attire.

What to Bring

- Laptop or tablet to watch virtual sessions and visit virtual sponsor exhibits.
- Headphones and chargers for your devices.
- Water bottle and tote bag.
- Extra sweater for layering in case the room temperature is cool.

WHEN YOU ARRIVE

Check-In

You can check in to the 2024 Simmons Leadership Conference either Tuesday evening or Wednesday morning.

- **Pre-Register - Tuesday:**
Save time! Early check-in is open from 5:00 p.m. to 6:30 p.m. in the Kenmore Room at the Colonnade Hotel.
- **Registration - Wednesday:**
Check-in opens at 7:30 a.m. in the Boylston Hallway on the third floor of the Hynes Convention Center.

Badges

You will receive your name badge and lanyard when you check in – both are required for all activities. The following information will appear on your badge:

Preferred Name / Full Name / Title / Organization / Table #

Please check your badge for accuracy. To make changes prior to April 3rd:

- Log into your registration confirmation page [here](#).
- In the top right corner of your screen, click on “Already Registered?”
- Enter your Confirmation Number, which can be found in your registration confirmation email.
- Click on “Login” then scroll down and click on “Modify Registration.”
- Make your changes and click “Submit.”

You may also make changes to your name badge at the registration kiosk before you print.

CONFERENCE DAY

- 7:30am | Doors open
- 7:30 am | Registration, the coat room, and the bookstore open
- 7:30-9:00 am | Full Breakfast served
- 9:00 am | Mainstage Programming begins

Don't miss these fantastic features:

Engage with our incredible speakers.

- **Submit** questions to speakers.
- **Participate** in interactive polls and discussions on hot topics.

Network and socialize

- **Engage** with other attendees and sponsors.
- **Visit** the sponsor booths.
- **Tag us** – #SLC45 – as you post the moments that inspire you on social media.
- **Browse** the All She Wrote bookstore and purchase titles by our speakers.
- **Indulge** in the delectable food options.
- **Play and win** by participating in a series of quick, full challenges. Enter the code “**WELCOME24**” to start earning points! Climb the leaderboard for your chance to win a seat to SLC46 (a \$1299 value)!

Play for Points &
Win a Free Ticket
to SLC46!

Play Now

Need Help?

- **Technical assistance** is available on the Conference Portal at Help Desk from 7:30 a.m. - 5:00 p.m. EDT
- Virtual Concierge Assistance is available from 7:00 a.m. - 5:00 p.m. EDT via the Conference Portal
- For other inquiries direct your questions to the in-person **Concierge Desk in Boylston Hallway**.

INCLUSION POLICY

Simmons University Institute for Inclusive Leadership is committed to providing a safe and productive environment that fosters open dialogue free of harassment, discrimination and hostile conduct.

We recognize a shared responsibility to create and maintain that environment for the benefit of all.

This Inclusion Policy outlines our expectations for all participants of the Simmons Leadership Conference. Event organizers will enforce this code and expect cooperation from all SLC participants (e.g., speakers, attendees, media, sponsors, exhibitors, volunteers, staff) to help us promote an enjoyable experience for everyone.

By joining us today, you are agreeing to:

- respect diversity of thought from your fellow participants
- refrain from demeaning, discriminatory or harassing behavior and speech
- promptly alerting event organizers if you notice a potentially dangerous situation or someone in distress

Health and Safety Information and Guidelines

Your health and safety are very important to us. We ask those who are experiencing any COVID or flu-like symptoms on the morning of April 3 to please stay home and join us virtually for your safety and the health of others.

Masks are optional.

QUESTIONS?

For any questions regarding your registration prior to your arrival, please feel free to contact the Support Team at leadershipinstitute@simmons.edu. When you arrive at the Conference on April 3rd, stop by the Concierge Desk for support.

CHECKLIST

- Download the mobile app.
- Update your profile and add your social media handles.
- Pack headphones and chargers for your devices.
- Pack a refillable water bottle.
- Ensure you have read the Inclusion Policy.
- Take advantage of **early check-in on Tuesday evening** from 5:30 p.m. to 6:30 p.m. EDT in the Kenmore room of the Colonnade Hotel.
- Or, **check in Wednesday morning**, April 3, beginning at 7:30 a.m. EDT on the third floor of the Hynes Convention Center
- Share the moments that inspire you throughout the day using: #SLC45.

We can't wait to see you on April 3!